Income Tax Preparation

During this lesson you will learn:

* the basics of Canada’s tax system, its history, and how it works;
* why you pay taxes and how these taxes are spent;
* how to complete and file a basic income tax and benefit return; and
* how to get help when you have questions about income tax or about completing your return.

***You will complete a quiz at the end of each module.***

**Module 1 – Basics of Taxation** **(10 – 20 Minutes)**

* what taxes are and why we pay them;
* how your tax dollars are spent;
* what the characteristics of a tax system are; and
* about Canada’s tax system, including a brief history of taxation and the types of taxes we pay in Canada.

To illustrate the concepts and exercises presented in this course, we will introduce a fictitious individual who will be filing an income tax and benefit return for the first time.

*Follow this link to work through Module 1*: <http://www.cra-arc.gc.ca/tx/ndvdls/dctrs/lrn-tx/cntnt/md1/vrvw-eng.html>

**Module 2 – The Tax Filing Process (12-20 Minutes)**

* what the Canada Revenue Agency (CRA) does;
* how to get information to help you file a tax return;
* about refunds, credits, and benefits;
* how and when to file your tax return; and
* how to access and use CRA electronic services.

We will also check in on Paul from time to time.

*Follow this link to work through Module 2:* <http://www.cra-arc.gc.ca/tx/ndvdls/dctrs/lrn-tx/cntnt/md2/vrvw-eng.html>

**Module 3 – Roles and Responsibilities (10-15 Minutes)**

* your responsibilities as a taxpayer;
* your rights as a taxpayer;
* making changes to your tax return;
* what you can do if you disagree with an assessment or audit;
* the taxpayer relief provisions;
* compliance with tax laws; and
* the underground economy and criminal investigations.

*Follow this link to work through Module 3:* <http://www.cra-arc.gc.ca/tx/ndvdls/dctrs/lrn-tx/cntnt/md3/vrvw-eng.html>

**Module 4 – How to Complete a Return (30-40 Minutes)**

In this module, we will follow Paul through the process of preparing his income tax and benefit return. Through this process, you will learn:

* how to get started on your tax return;
* where to get help completing your return;
* how to complete a basic tax return;
* what documents you have to include with your return; and
* what records to keep.

*Follow this link to work through Module 4:* <http://www.cra-arc.gc.ca/tx/ndvdls/dctrs/lrn-tx/cntnt/md4/vrvw-eng.html>